

BOSTON UNIVERSITY SCHOOL OF PUBLIC HEALTH  
EXEMPT EMPLOYEE MONTHLY TIME RECORD

Name: Linda Mellen

Department: Finance Office

Phone: (617) 414-1406



The purpose of this record is to report all sick, vacation, and other University designated leaves. Please note absences below, using the following notation:

S=SICK

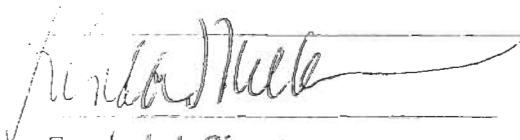
V=VACATION

L=Other kinds of leave-please specify jury duty, maternity leave\*, military leave\*, sympathy leave, etc. Consult the University Personnel Manual for details.

MONTH/YEAR: **June-2003**

Date	Type	Amount	Comment
6/4/2003	Sick	1	
6/5/2003	Sick	1	
6/9/2003	Sick	1	
6/12/2003	Sick	1	
6/16/2003	Vacation	1	
6/17/2003	Vacation	1	
6/18/2003	Sick	1	
6/19/2003	Sick	1	

Comments: \_\_\_\_\_



Employee's Signature

Date

7/1/03



Supervisor's Signature

BU 0172

Please note your current time balances as of 6/30/2003 are Sick=125.25 and Vacation=62.48. If you disagree with these figures please contact Theresa McDonald at 638-4183.

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MONTH/YEAR: **May-2003**

Date	Type	Amount	Comment
5/12/2003	Sick	1	
5/20/2003	Sick	1	

Comments: \_\_\_\_\_

Employee's Signature

Supervisor's Signature

Date

Please note your current time balances as of **5/31/2003** are Sick=129.5 and Vacation=62.4. If you disagree with these figures please contact Theresa McDonald at 638-4183.

\*This leave must be requested and approved in advance.

BU 0173

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Please note absences below, using the following notation:

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V=VACATION

L=Other kinds of leave-please specify jury duty, maternity leave\*, military leave\*, sympathy leave,  
etc. Consult the University Personnel Manual for details.

MONTH/YEAR: April-2003

Date	Type	Amount	Comment
4/7/2003	Sick	1	
4/30/2003	Sick	1	

Comments: \_\_\_\_\_

Employee's Signature

Date

Supervisor's Signature

Please note your current time balances as of 4/30/2003 are Sick=129.75 and Vacation=60.32. If you disagree with these figures please contact Theresa McDonald at 638-4183.

\*This leave must be requested and approved in advance.

BU 0174